

STANDARDS FOR FAMILY SUPPORT AND IN-HOME ASSISTANCE

Implementation Guidelines

July 1, 1997

LEGAL AUTHORITY.

Statutory authority to implement Family Support and In-Home Assistance is vested in the Director of the Department of Health and Welfare, pursuant to Section 39-5100-06, Idaho Code.

POLICY.

It is the policy of the Department of Health and Welfare to encourage and participate in a program which assists parents, guardians, or family members to maintain individuals with developmental disabilities in their own homes through Family Support and In-Home Assistance (*henceforth referred to as Family Support*). Family Support is intended for the families of individuals who are institutionalized or families of individuals for whom institutionalization may be imminent, and who will, as a result of the Family Support grant, return or keep their family member home. Additionally, Family Support is intended to help families prior to a crisis in order to prevent the need for an individual with a disability to move to an institutional or residential placement outside of the family's home.

STANDARDS FOR THE PROVISION OF FINANCIAL ASSISTANCE.

Family Support monies may be used for, but are not limited to, any of the following items listed in the approved Family Support application. Funds may be used when no other payment source is available to the individual with a developmental disability or his family to purchase the requested support or assistance.

1. Diagnostic or Evaluative Procedures. Funds may be used to cover a diagnostic procedure or evaluation necessary to ensure the health and well-being of the individual with a developmental disability.
2. Purchase or Rent of Special Equipment. Funds may be used to purchase items or equipment that are required by the individual with a developmental disability or needed to assist the family to care for that individual. When funds are granted for this purpose, families will be invited to notify the Department when the equipment is no longer in use. The Department will maintain a reusable equipment inventory list in order to maximize family support.
3. Specialized Therapies. Funds may be used to purchase therapeutic services to assist the individual with a disability toward independence or to maintain or improve his or her health, or enhance quality of life.
4. Special Diets. Funds may be used to purchase foods/nutrients required to meet specialized dietary needs of the individual with a disability.
5. Medical and Dental Care. Funds may be used for required medical and dental care costs not covered under the family's health insurance, or publicly funded programs.
6. Home Health or Personal Assistance Services. Funds may be used to purchase home health, nursing, or personal assistance for the individual with a disability when the family is unable to meet the care demands of the individual.

7. Counseling. Funds may be used to pay for counseling services for the individual or family, including behavior management.
8. Respite Care. Funds may be used to purchase respite care or out of the ordinary expenses related to supervised care according to the approved Family Support Application. Care expenses, while care giving family members are employed, are typically the responsibility of the family. Funds are not intended to be used for routine day care when all care giving family members are working. However, costs will be paid for out of the ordinary expenses to cover supervised care beyond care costs expected for a typical person of the same age.

Reasonable additional costs for the care of siblings during the provision of respite care for the individual with a disability may be included when it is necessary for primary care givers to be absent. When the family care givers must accompany the individual with a disability to treatment or evaluation appointments, reasonable sibling care costs may be allowed.
9. Adaptations or Technical Assistance. Funds may be used for environmental adaptations or to pay for technical assistance to permit successful integration and access for the individual with a developmental disability.
10. Special Clothing. Funds may be used to purchase specialized or adapted clothing required due to the disability including incontinence supplies. Funds may be used only for supplies that would exceed what a family would normally purchase except in extreme circumstances when no other resource is available to the family.
11. Supports for Recreational Activities. Funds may be used to purchase supports or assistance which allow the individual with a disability to join family and friends in leisure time or recreational activities. Funds may not be used to pay for standard tickets, fees, or other costs that would typically be incurred by a person without a developmental disability. The necessary supports must be related to meeting special needs due to the disability.
12. Transportation. Costs may be covered for transportation related to the care of the family member with a developmental disability.
13. Housing Modifications. Funds may be used to make housing modifications for the purposes of accessibility or ease in handling related to the needs of the person with a developmental disability.
14. Similar or Related Costs. Costs for items or services identified by the family and on an approved family support application.

ELIGIBILITY FOR SERVICE.

Families who reside in Idaho and include a member with a developmental disability are eligible to receive Family Support. They must express a desire for the member with a developmental disability to reside at home and must submit a Family Support application to receive services. Families must obtain the agreed-upon services and account for the funds expended for these services or equipment.

ARRANGEMENTS FOR FINANCIAL ASSISTANCE.

1. Application for Service. Families may apply for assistance using a "Family Support

Application.”

2. Prior Authorization of Expenditure. Due to the limited funds available, applications must be approved prior to the Department’s expenditure of funds to ensure that the requested monies are available for the identified needs. There is no entitlement or presumptive availability of funds.
3. Payment of Assistance. The regional Developmental Disabilities Program will determine the dollar amount in conjunction with the families’ and individual’s needs. The amount granted shall not exceed \$250 per month.

Payment to families may be made monthly by authorizing an expenditure voucher made payable to his or her address. The approved application for services and equipment must be attached to the voucher. Fifteen (15) business days should be allowed for processing of payment. Families may choose one of the following payment options:

- a. Advance payment to families so they can secure the service or equipment authorized. Families are expected to return any unexpended money to the Department. (Each applicant to whom payment will be made must have a completed W-9 on file with the Department for tax reporting purposes. A 1099 will be generated).

Documentation of Expenditure. Families are responsible to maintain documentation of expenditures for three (3) years. This documentation shall be provided for review by the Department on request.

- b. Payment after the service has been delivered or item purchased. Families can be reimbursed for services or equipment only when those costs were prior authorized on an approved family support application. (Each applicant to whom payment will be made must have a completed W-9 on file with the Department for tax reporting purposes. A 1099 will be generated).

Documentation of Expenditure. The regional Developmental Disabilities Program will maintain documentation of Family Support applications and a record of approved expenditures.

- c. Payment can be made directly to providers or vendors of services or equipment included on an approved family support plan. An itemized invoice which includes vendor name, address, and Social Security number or Tax Identification number must be submitted for payment. (Each provider/vendor to whom payment will be made must have a completed W-9 on file with the Department for tax reporting purposes. A 1099 will be generated).
 - d. Waiver Limit. The Department will review any request that is above the limit and, if assured that all other potential funding sources have been accessed, a waiver may be approved to fund the request or a portion of the request if consistent with the input/guidance from the Family Support Councils.
4. Department Recordkeeping. The Developmental Disabilities Program will maintain documentation of family support applications and a record of approved expenditures.

5. **Priority for Funding.** The Department will generally respond to applications on a first-come, first-serve basis. Receipt of supports will be determined on an individual family basis. Support priorities will be determined with consideration for the following criteria: families of individuals with a developmental disability who will be able to return to a home setting from an institution and to those families for whom supports will prevent placement of the member with a developmental disability in an institution; severity of consequences without supports; urgency of need; availability of funds.
6. **Family Responsibility.** Families will be advised about their responsibilities and potential liabilities incurred regarding provider selection, employee/employer relations, tax responsibility and insurance liability. A brochure about Family Support will include referral information about information resources such as the Council on Developmental Disabilities, Idaho Parents Unlimited, Inc., and Comprehensive Advocacy, Inc.

DISCONTINUANCE OF ASSISTANCE.

Family Support may be terminated under the following conditions:

Family Action. The family requests termination; or

Death of the Individual with a Disability; or

Ineligibility. The eligibility criteria for family support is no longer met; or

Funding. Inadequate funds are available for continuance.

ADMINISTRATIVE PROVISIONS.

Appeals shall be governed by Idaho Department of Health and Welfare rules governing Contested Cases and Declaratory Rulings (for providers) or Fair Hearings (for families), as appropriate.

FAMILY SUPPORT COUNCILS.

Each region will convene a group with the majority of members people with developmental disabilities or family members, and other community members to advise and consult with the Department in matters relating to Family Support. Efforts will be made to ensure geographic representation. The Family Support Council members will be registered as volunteers with the Department of Health and Welfare. The roles of Family Support Councils may include:

- advise the Department on the use of family support funds;
- offer program guidance through assistance to establish family friendly protocol for administering the funds;
- provide feedback and review of decisions related to the administration of family support funds;
- provide information and referral about community supports and available resources to augment program funds and serve as a secondary resource when denials are necessary;
- provide advocacy for family support;

- maintain a regional resource directory including local information about respite providers, supporting community businesses, etc.

CONFIDENTIALITY OF RECORDS.

Any disclosure of information obtained by the Department is subject to the restrictions contained in Idaho Department of Health and Welfare “Rules Governing the Protection and Disclosure of Department Records.”